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MINUTES

HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING

Tuesday May 3, 2022 2:00 p.m.
Remote Meeting via Webex Event

1) CALL TO ORDER

Present: Commissioner Cecilia Chung, Chair
Commissioner Tessie Guillermo, Member

Excused: Commissioner Edward Chow, MD, Member

The meeting was called to order at 2:04pm.

2) APPROVAL OF THE MINUTES OF THE HEALTH COMMISSION FINANCE AND PLANNING COMMITTEE MEETING OF APRIL 5, 2022

Action Taken: The Committee unanimously approved the April 5, 2022 minutes.

3) MONTHLY CONTRACTS REPORT

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments:

Regarding the Asian and Pacific Islander Wellness Center contract, Commissioner Guillermo asked for clarification regarding the relationship between this vendor and the Center for New Music, as it relates to the Tenderloin Center. Nikole Trainer, Community Health Equity and Promotion Branch, stated that the Asian and Pacific Islander Wellness Center is a fiscal agent for the smaller organization.

Commissioner Chung noted that the amount of funds being added through the modification is almost the same amount as the original contract. She asked if the service would be put out to bid. She also noted concern for sustained efforts for the Tenderloin Center. She noted that a reduction in services would impact jobs in the organizations working at the Center. Ms. Trainer agreed with Commissioner Chung that sustainability is an important goal for the Tenderloin Center.

Regarding the San Francisco AIDS Foundation Contract, Commissioner Chung asked if the staff funded through the contract are trained professionals with advanced degrees. Jennie Hua, DPH Behavioral Health Services, stated that case managers have masters level education and peer navigators are certified.

Action Taken: The Committee recommended the full Health Commission approve the report.

4) REQUEST FOR APPROVAL OF A RETROACTIVE NEW CONTRACT WITH DOLORES STREET COMMUNITY SERVICES, IN THE AMOUNT OF \$888,541 WHICH INCLUDES A 12% CONTINGENCY, TO PROVIDE HEALTH AND WELLNESS SERVICES IN SUPPORT OF THE COVID-19 RESPONSE IN THE CITY AND COUNTY OF SAN FRANCISCO. THIS REQUEST HAS AN INITIAL TERM OF JULY 1, 2021 THROUGH JUNE 30, 2023 (2 YEARS).

Thomas Knoble, Community Health Equity and Promotion Branch, Population Health Division, presented the item.

Commissioner Comments:

Commissioner Guillermo asked for more information regarding factors that contributed to the contract being brought to the Commission as “retroactive,” and asked if expenses were incurred by the vendor prior to the contract being certified. Ms. Ruggels stated that once the contract is certified, the vendor can submit invoices for contracted services provided prior to certification, as long as the services were provided during the contract period.

Commissioner Chung noted that since the contract is retroactive, and began in July of 2021, the vendor will likely underperform due to lack of invoicing until the contract is certified. She also added that the length of time that it took to bring the contract to the Health Commission seems lengthy. Thomas Knoble, Community Health Equity and Promotion Branch, stated that during the earlier part of the COVID-pandemic, priorities shifted toward COVID-related activities. During that time, additional funding came in and so the negotiation for this contract was delayed. He also added that the organization was heavily impacted during several COVID surges, which contributed to the delays in contract negotiations. He also stated that the vendor is applying a contract tracing model to diabetes-related issues.

Commissioner Chung requested more information on retroactive contracts, when they brought to the Commission for review and approval. She is hopeful the DPH continues to learn from these experiences so fewer retroactive contracts will be brought forth.

Commissioner Guillermo stated that COVID has changed so much about how the DPH addresses needs of the community. She is concerned for the smaller non-profits, who may be able to respond quickly to community needs but may face fiscal difficulty if DPH contracts are not finalized in a timely manner.

Action Taken: The Committee recommended the full Health Commission approve the contract request.

5) DPH USAGE OF GRANT AGREEMENTS AND PROPOSED SOLICITATION WAIVER PROCESS

Michelle Ruggels, Director of the SFDPH Business Office, presented the item.

Commissioner Comments:

Commissioner Guillermo asked for clarification on situations in which this new process might be used. Ms. Ruggels stated that the process may be helpful in situations in which the Board of Supervisors has added back funding for a program which the DPH has not previously implemented and the contract needs to be processed as soon as possible. She noted that the process is meant to expedite contract processing.

Commissioner Chung asked if the expedited process will impact minority-run businesses, noting that on RFPs, these businesses may get points for their minority status. Mr. Ruggels stated that the intent of the process is to move forward sole source contracts; services will likely still be bid out within a year or 18 months.

Commissioner Chung stated that a Local Business Enterprise status is important to consider when contracting with vendors. Ms. Ruggels stated that 98% of non-profit vendors get waivers for their LBE status, making this issue not a usual factor in funding decisions.

Commissioner Chung asked for an annual update to review the effectiveness and impact of this new process.

Action Taken: The Committee unanimously recommended that the full Health Commission approve approve the sole source waiver request approval process, which, designates the Health Commission Secretary, as the DPH authorized designee to approve the DPH 21G.8 Sole Source Grant Solicitation Waiver Requests in accordance with Resolution #001-85 authorizing the Secretary of the Health Commission to Sign Routine Documents on behalf of the Health Commission.

6) EMERGING ISSUES

This item was not discussed.

7) PUBLIC COMMENT

There was no public comment.

8) ADJOURNMENT

The meeting was adjourned at 3:14pm.